

Recommendations & General Information

RECOMMENDATIONS

Clean drawings that accurately depict the proposed project are essential to the evaluation of a permit application. The ultimate objective is to have a set of drawings that allows someone who is unfamiliar with the project to get a clear and accurate understanding of the project, its location, and the details of how streams, wetlands or shorelines will be affected. Failure to provide adequate drawings can result in a delay in the review of your application by the Corps because new drawings will need to be submitted. The drawings you submit with your permit application should show general project details in such a manner that evaluators (project managers) and reviewers (environmental analysts) can obtain a full understanding of the proposed project. Drawings designed for other uses may not be suitable for application purposes. For example, engineering and construction drawings, while showing project details well, often do not include the information the Corps' evaluator needs to assess the project's impacts. The general rule is to keep your drawings as simple as possible while still providing the necessary information. You should avoid cluttering the drawings with so much information that it causes the drawing to be difficult to read and understand.

GENERAL INFORMATION

1. Three types of drawings are required to accurately depict the project: a Vicinity Map, Plan View, and Elevation/Cross Section View.
2. Drawings do not have to be prepared by an engineer, but professional assistance may become necessary if the project is large or complex.
3. Submit one original, or good quality copy, of all drawings.

number sequentially beginning with the vicinity map, i.e. Sheet 1 of 5, Sheet 2 of 5, etc.

4. **All drawings must be submitted on 8½ by 11-inch white paper.** If drawings are reduced, please make sure the text and labels are legible at the smaller size, and that the scale is adjusted to the reduction (include a bar scale that indicates correct dimensions).
5. Submit the fewest number of sheets necessary to adequately show the proposed activity.
6. Drawings should be prepared in accordance with the general format of the [samples](#), using block style lettering.
7. Each page should have a title block.
8. The [title block](#) on each drawing should identify the proposed activity and include:
 - name of applicant; • name of the body of water; river mile (if applicable); • name of city, county and state; • brief description of the proposed project (2 - 4 words); • brief description of the project purpose (2 - 4 words); • adjacent property owners; • datum (if applicable); • number of the sheet and total number of sheets in set (Sheet 1 of 5, etc.); • and date the drawing was prepared.
9. Since drawings must be reproduced, use dark lines. Color shading cannot be used; however, dot shading, hatching, or similar graphic symbols may be used to clarify line drawings.

Point of Contact: Regulatory Reception or
Contact a Specific Staff Member

Phone: (206)
764-3495

Email:
MARNE.A.PACKER@USACE.ARMY.MIL